



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DIRECTOR, OFFICE OF INTERNAL AFFAIRS

Class No. 002277

■ CLASSIFICATION PURPOSE

To administer the activities of the Office of Internal Affairs; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position executive management class allocated only to the Chief Administrative Office. The Director, Office of Internal Affairs reports to the Chief Administrative Officer and is responsible for overseeing activities to ensure that County employees and applicants have a venue through which they can file allegations of discrimination and improper County government activity and be free from reprisals for doing so; and keeping County employees well informed of the ethical and legal guidelines that they are expected to observe in the performance of their duties and responsibilities.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, coordinates, and evaluates the overall activities of the Office of Internal Affairs, which conducts complex and sensitive investigations.
2. Coordinates investigative activities with County departments.
3. Analyzes complex or sensitive problems or issues and recommends solutions to the Chief Administrative Officer, the Board of Supervisors, and the Civil Service Commission.
4. Prepares executive-level reports and correspondence.
5. Investigates complaints alleging improper County government activity and discrimination.
6. Oversees the implementation of the County policy on Ethical and Legal Standards.
7. Acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities.
8. Supervises subordinate staff.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of the legislative process.
- Employment law.
- Investigative process and techniques.
- The interrelationships of governmental agencies and jurisdictions.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management and fiscal management.
- County policy on Ethical and Legal Standards.
- The General Management System in principle and in practice.

- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities related to the conduct of complex and sensitive investigations of countywide significance.
- Coordinate activities or projects with County departments and public/private agencies.
- Identify and resolve operational problems and recommend solutions.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education is: A bachelor's degree from an accredited college or university in public administration, criminal justice, business administration, or a related field, AND five (5) years in a public agency with policy level administrative experience. Master's level education is highly desirable.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

Revised: June 20, 2003

Reviewed: Spring 2004